

2 June 2014

Attn: Public Records Custodian, Brandi Cordova
Northern New Mexico College
921 Paseo de Oñate, Española, NM 87532
Phone: (505) 747-2129
Via Email: bcordova@nnmc.edu

Mrs. Cordova,

Per New Mexico Inspection of Public Records Act, NMSA 1978 § 14-2-1 (IPRA), I would like to request the following public record(s) from 1 January 2012 through 30 June 2015:

- I request all contracts entered with *Mujeres Activas en Letras y Cambio Social* (MALCS), 501 c3 and/or any MALCS officers by Northern New Mexico College, the Northern Foundation, and/or any officer/administrator/staff/faculty of Northern New Mexico College.
- I request all rental agreements/leases entered with *Mujeres Activas en Letras y Cambio Social* (MALCS), 501 c3 and/or any MALCS officers by Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.
- I request all purchase orders/ purchase requests generated for *Mujeres Activas en Letras y Cambio Social* (MALCS), 501 c3 and/or any MALCS officers by Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.
- I request all invoices generated for *Mujeres Activas en Letras y Cambio Social* (MALCS), 501 c3 and/or any MALCS officers by Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.
- I request all payment records to *Mujeres Activas en Letras y Cambio Social* (MALCS), 501 c3 and/or any MALCS officers by Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.
- I request all payment records from *Mujeres Activas en Letras y Cambio Social* (MALCS), 501 c3 and/or any MALCS officers to Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.
- I request all donations (cash and in-kind) to *Mujeres Activas en Letras y Cambio Social* (MALCS), 501 c3 and/or any MALCS officers from Northern New Mexico College, the Northern Foundation, and/ or any officer/administrator/staff/ faculty of Northern New Mexico College.

I request the following public record(s) provided in the same medium by which I am requesting such records—electronic format (.doc; .xml; .pdf ; .jpeg etc.) by email. Should these formats be unavailable, I request “reasonable facilities to make or furnish copies of the public records during usual business hours.” As you are aware the Northern New Mexico College Public Records Custodian has fifteen days to comply with this request. I appreciate your office’s attention to this request. Please feel free to contact me with any questions.

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